**REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR**

**Training on Financial Management**

**(3 Days Course)**

**( 06.01.2025 to 08.01.2025 )**

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| **Training Schedule** | | | | |
| **SESSION TIMINGS** | | | **NON-SESSION TIMINGS** | |
| I 10:15 AM to 11.30 AM  II 12:00 Noon to 1:15 PM  III 02:15 PM to 03.30 PM  IV 04:00 PM to 5.15 PM | | | 11.30 AM to 12.00 Noon  1.15 PM to 2.15 PM;  03.30 PM to 04.00 PM | |
| **DAY** | **Session** | **Topic** | | **Name of Faculty** |
| 06.01.25  Monday | 10.00 AM | Inauguration of Course | | Principal Director, RCB&KI, Jaipur |
| I | Salient Features of GFR 2017. | | Shri Rajeev Maheshwari, AAO O/o PAG (A&E), Jaipur |
| II | **Assignment of budget**  • Upload of Budget requirement through iBEMS and **Reports in iBEMS** **followed by hands on session** | | **Shri Dinesh Lohar, AAO, RCB&KI, Jaipur** |
| III | **Introduction to PFMS**   * Introduction * its use in the department and * Functions of PFMSfollowed by hands on session | | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| IV | **Demonstration of PFMS modules**   * DDO Module * PAO Module etc followed by hands on session | | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| 07.01.25  Tuesday | I | **Registration & role of DDO in PFMS**   * Registration of Drawings & Disbursing Officer and * his/her role & responsibility followed by hands on session | | **Shri S.K. Jain, Sr.AO/Faculty**  **Shri Dinesh Lohar, AAO , RCB&KI, Jaipur** |
| II | **Bill Process in PFMS**   * Bill/Expenditure/Challan Entry/Transfer Entry/Non-PFMS Entry * Procedure of passing salary bills, * Preparation & submission of ROE, Syncing of iBEMS data into PFMS   **Registration part of Dealing hand, AAO & DDO office and PAO office followed by hands on session** | | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| III | **Bill Processing in Employee Information System (EIS) by DDO**  • Entry of Employees details, Pay bill processing,  **Supplementary bill processing & other Bills processing etc. followed by hands on session** | | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| IV | **Registration Part of PFMS**:   * Division, PD maker, checker in DDO office and PAO office, * Vendor/Agency/Misc. Users, Approval of users at various levels. Examples etc. followed by hands on session   **Hands on session** | | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| 08.01.25  Wednesday | I | **Workflow of PFMS**:   * Processing of bill PD, * Landing of bills on PFMS through EIS/iBEMs * Receiving and processing the bills till e-payment/cheque payment etc followed by hands on session | | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| II | **DDO functions**   * Demand of Additional Budget, Submission of Flash figures, Surrender of savings, Time bound process of budgeting. * Delegation of Financial and Administrative Powers,2022, General and specific instructions based on budget circular of the relevant financial year. * followed by hands on session. | | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| III | **Revised Estimates:**  • Mid-year Review of possible Revenue and expenditure during current financial year, taking into accounts the rest of expenditure, New services and New instrument of Services etc.  **Budget Estimates for ensuing financial year-Accuracy in preparation of Revised Estimates as well as Budget Estimates followed by hands on session** | | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| IV | **End Couse Assessment, Feedback and Valediction** | |  |

**(Pramod Kumar Jain)**

**Course Director**